

Introduction to Computers: Module 2



Introduction to Computers

Module 2



Module 2: Windows Basics

Review Module 1: Basic Computer Knowledge

- What is Hardware? What is Software?
- Give an example of an Operating System
- How is an Operating System different than an application?
- When a computer is started, what is the first screen called?
- Give an example of an application or app.
- Point to the Mouse Trainer application on your Desktop.
- Point to the Task Bar on your Desktop.
- Which mouse button is most used? Left? Right?
- What mouse action opens an application?
- What is the proper way to power off a computer?

Module 2 Topics: Windows Basics

- More Mouse Practice
- Keyboard Practice
- Searching for an application

1. More Mouse Practice

1. Find *Mouse Trainer* on the Desktop and **Double Click** to open.

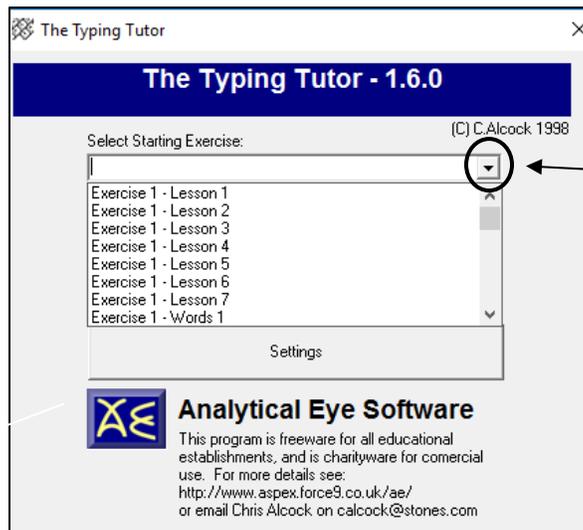


2. Your instructor will have you practice depending on the time you spent on it last week.

2. Keyboard Practice

Exercise 1 – Typing Tutor

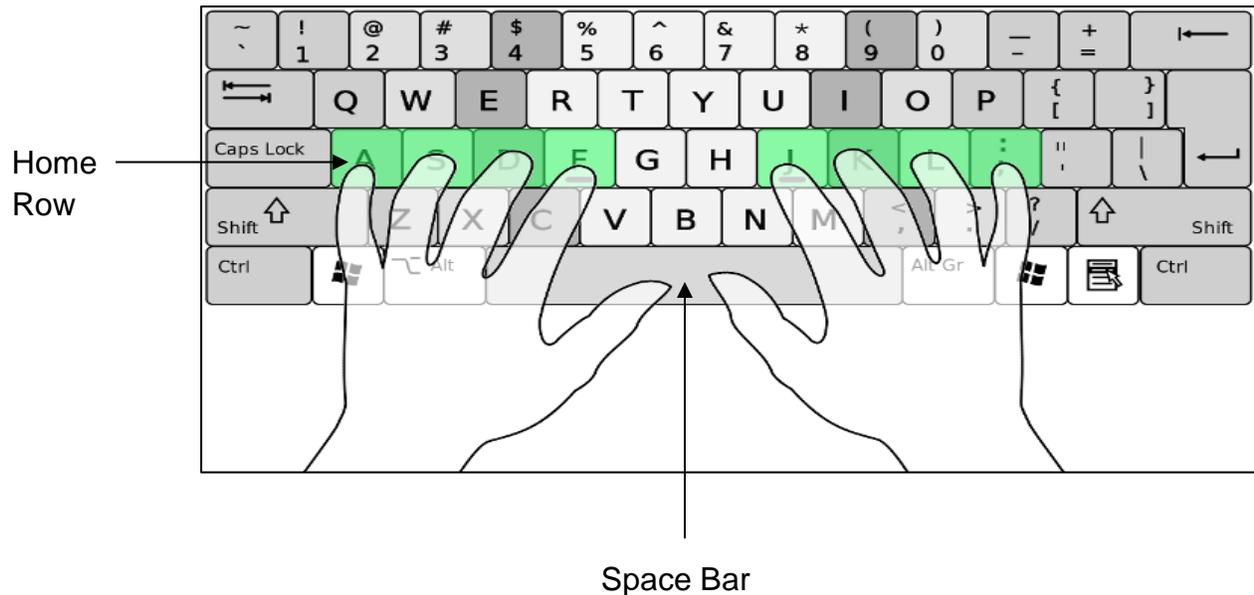
1. Find the *Typing Tutor* icon on the Desktop and Double Click to open.
2. Click on the **Drop-Down Arrow** ▼ and select *Exercise 1 - Lesson 1*.



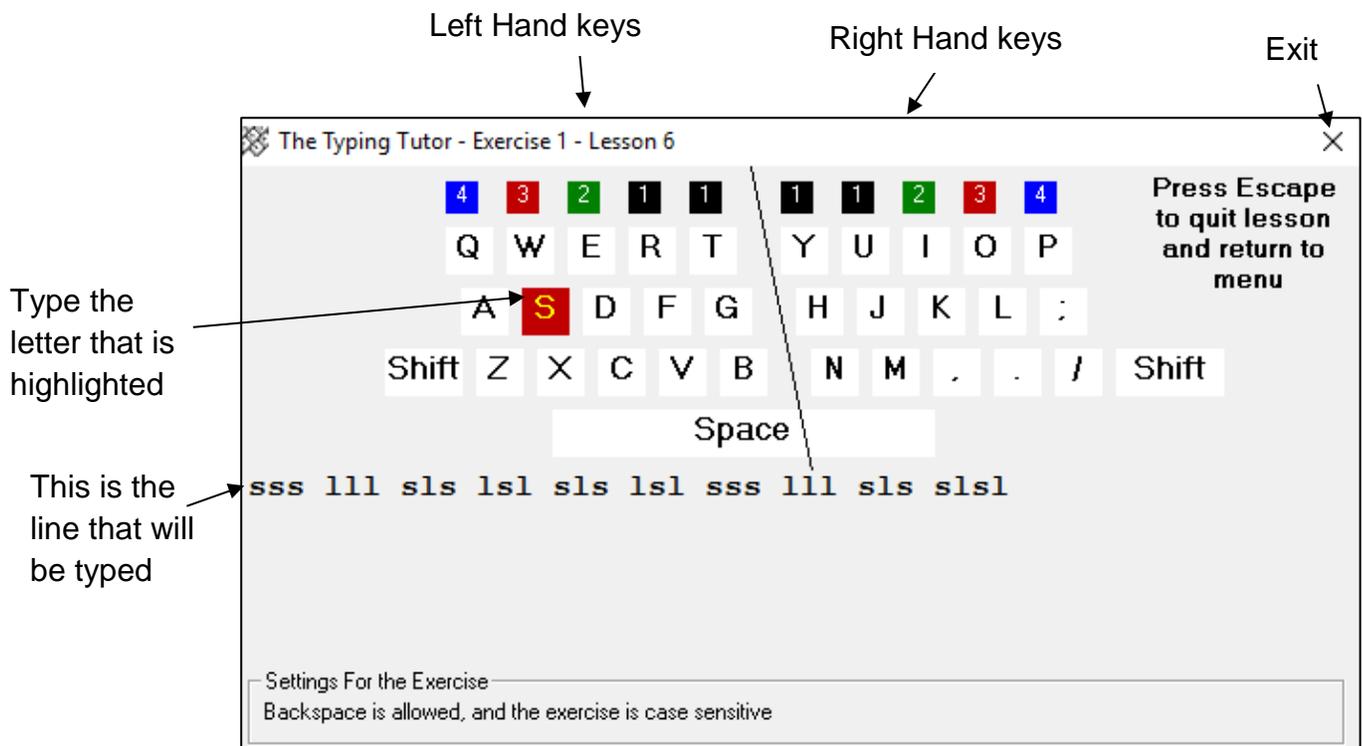
Drop-Down
Arrow

3. Click **Start** to begin the application.

4. Position your fingers on the keyboard as shown below, without pressing any keys. This is called the **Home Row**. Feel the bump on the F and J keys. This is done on all keyboards so you can feel the location of the Home Row without looking at the keys when you type.



5. When you see a letter highlighted, press that key on the keyboard, keeping your fingers on the Home Row.

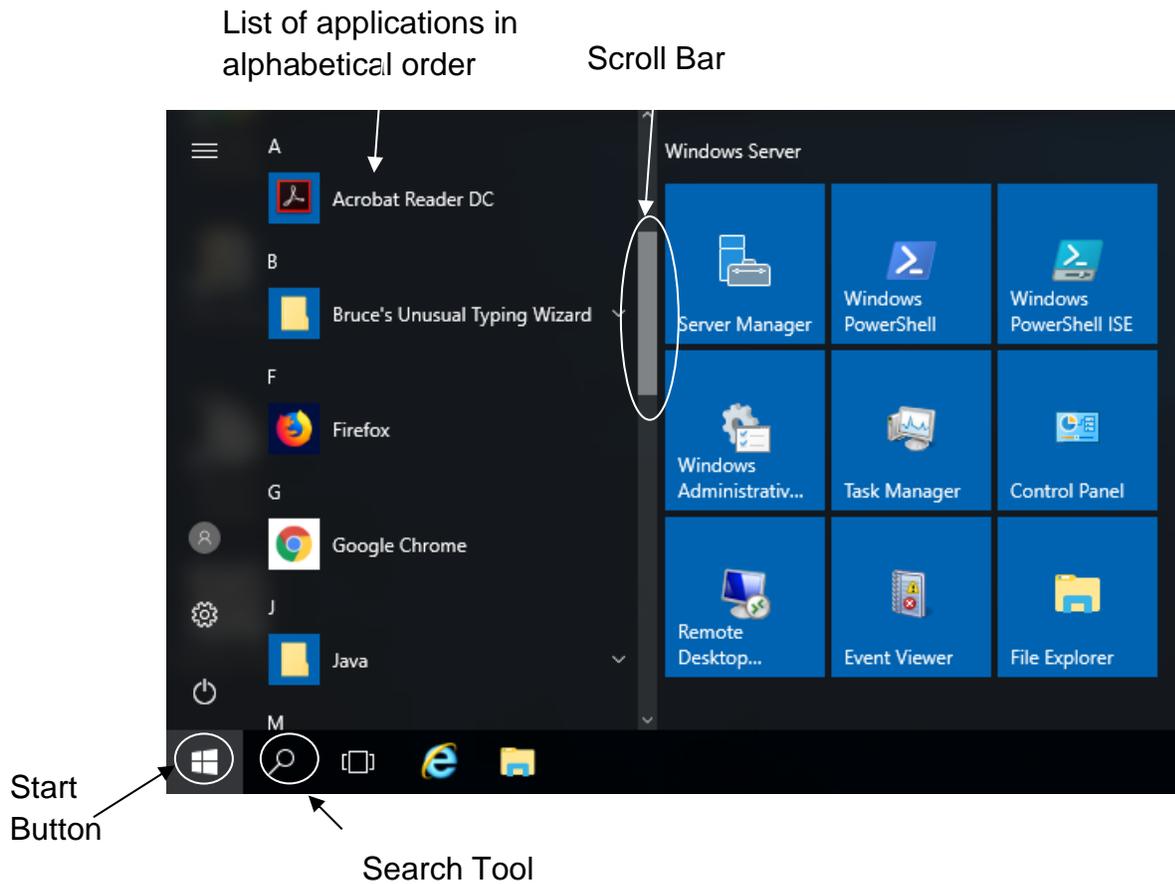


6. Try to only look at the screen and not your fingers. This will allow you to type faster as you learn all the keys.
7. When directed by your instructor, click the "X" on the upper right corner of the screen to **Exit**.

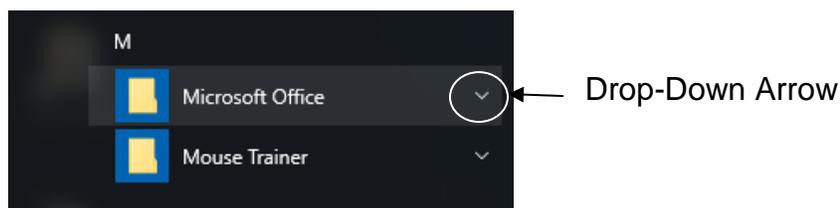
Try to practice every day for at least 10 minutes. *Typing Tutor* is on all the computers distributed by the PRC. If you like to use the internet, another good typing program is www.typing.com.

3. Searching for an application

There are many more applications on your computer than what is shown on the Desktop.



1. To access them, click on the **Start Button**. You will see a list of applications in alphabetic order.
2. Click and Drag the **Scroll Bar** to go to *Microsoft Office*.
3. Click the **Drop-Down Arrow** to expand the list to show all the applications that are part of *Microsoft Office*. As you can see, many applications are part of *Microsoft Office*.



4. Click and Drag the **Scroll Bar** until you see *Microsoft Word*.



5. Click on *Microsoft Word* to open the application.

6. Click **X** to Close/Exit *Microsoft Word*.



7. Use the same steps to open and close *Microsoft Excel* and *Microsoft PowerPoint*. After closing each, you will return to the Desktop.

TIP! Quick Find

1. To find an application quickly, you can also click on either the **Start Button**  or the **Search Tool**  on the Task Bar and type the name of the app.
2. When the app appears as **Best Match**, click on it to open.

2. Click here to select this app.

1. Type name of app here.



3. Do this to find and open *Microsoft Word*, then close it to return to the Desktop.
4. Do this to find and open *Microsoft Excel*, then close it to return to the Desktop.
5. Do this to find and open *Microsoft PowerPoint*, then close it to return to the Desktop.

4. People's Resource Center Training Server

There are some differences between Windows 10 on the PRC Training Server and another computer, such as your home computer.

Feature	PRC Training Server	Windows 10 Computer
Search	Uses Search Tool  which ONLY searches the computer.	Uses Cortana which  searches the computer AND the internet.
Microsoft Office	Full suite of Microsoft Office applications	PRC refurbished computers have Word, Excel, PowerPoint and Outlook only.
Internet Browsers available	Google Chrome Microsoft Internet Explorer Mozilla Firefox	Google Chrome Microsoft Edge Mozilla Firefox
Availability	Log in access during class session only	No restrictions



Review Topics covered in today's class

- Keyboard Practice
 - Searching for an application
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1. What is the Home Row on the keyboard?
 2. How do you find an application?
 3. What are some differences between Windows 10 on the PRC Training Server and another computer, such as your home computer?